

17 OCT 1980

MEMORANDUM FOR: Deputy Director for Administration

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FROM:

[redacted]
Acting Director of Information Services

SUBJECT: OIS Weekly Report (9-15 October 1980)

Classification Review Division

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CRD held an in-house briefing session for its own personnel on the [redacted] system to refresh the memories of Division personnel of its relationship to other systems and acquaint them with planned changes. Because of its success, consideration is being given to similar sessions on topics of Division-wide interest.

CRD reviewed approximately 43,000 pages of documents and declassified 10 percent.

Records Management Division

RMD personnel met with a representative of OPA to discuss an OPA micro-graphics application for a collection of studies it wants to convert to microfiche.

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Discussions were also held with a representative of the Office of Logistics to discuss problems OL is encountering in identifying and processing records [redacted] While RMD was successful in resolving some of the problems being encountered by OL, it is evident a new system for reviewing and controlling OL records in the Records Center is required. The OL RMO is taking the necessary action to implement a new system.

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Regulations Control Division

RCD processed 26 regulatory issuances during the reporting period. Among those of general interest are the announcement concerning a change in the

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Income Replacement Plan [redacted] and the open season for the
Federal Employees Health Benefits Program [redacted]

Information and Privacy Division

A separate report is attached.

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Attachment

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Next 2 Page(s) In Document Denied